

Subject to approval at the January 6, 2015, Board of Works meeting.

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

DECEMBER 30, 2014  
8:30 a.m.  
Morton Community Center  
Multi-Purpose Room

Members present were Sana G. Booker, Brooke E. Folkers, Tanuja R. Sheth, and Jonathan C. Speaker. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. December 16, 2014, Meeting

Ms. Booker moved to accept the minutes of the December 16, 2014, Board of Works meeting. Ms. Sheth seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Hire: Firefighter – Thomas Lynch – Fire

Fire Chief Heath requested approval to hire firefighter candidate Thomas Lynch effective January 6, 2015, with a bi-weekly salary of \$1,859.90. There will be a swearing-in ceremony after the Board of Works meeting next week.

Mayor Dennis asked where that puts the Fire Department staffing-wise.

Chief Heath responded that it puts them at 15 per shift, making all shifts equal.

Ms. Sheth moved that the hire of Thomas Lynch be approved. Ms. Folkers seconded the motion.

The motion was adopted.

b. Hires: Driver/Collector/Processor – John Crowell and Charles McMahon – Sanitation  
Street Commissioner Payne requested approval for the hire of John Crowell and Charles McMahon, both for the Driver/Collector/Processor position, effective January 6, 2015, with a bi-weekly salary of \$1,859.90.

Ms. Booker moved that the hires of John Crowell and Charles McMahon be approved. Mr. Speaker seconded the motion.

The motion was adopted.

c. Change Order No. 1: 2014 Street Resurfacing – Rieth-Riley Construction Co. Inc. -- Engineering

Public Works Director Buck, explaining that this is a bit of retroactive housekeeping, requested approval for Change Order No. 1 for the 2014 Street Resurfacing project. This is an add of \$1,425.28, for a new contract total of \$593,678.28. He noted that the contract is through the Board, but the funding is through the Redevelopment

Commission (RDC). Change Order No. 2 was approved at the December 16, 2014, meeting.

Ms. Sheth moved that Change Order No. 1 for the 2014 Street Resurfacing project be approved. Mr. Speaker seconded the motion.

The motion was adopted.

d. Agreement: West Lafayette Historic Preservation Resource Guide – Kate Morrison Development

Director of Development Poole requested approval for an agreement with Kate Morrison for the West Lafayette Historic Preservation Resource Guide. He stated that Ms. Morrison would write the guide, and explained that it is one of three elements that we have to have with our Historic Preservation Commission. He stated that it would be the resource that the Commission would use to ensure historical accuracy. The agreement is in the amount of \$2,500.

Mr. Speaker moved that the agreement with Kate Morrison be approved. Ms. Booker seconded the motion.

Ms. Sheth asked what the timeframe is for the guide to be complete.

Director Development stated that it should be done by March.

The motion was adopted.

e. Agreement: Professional Services Agreement – Cube & Co. – Development

Director Poole requested approval of an agreement with Cube & Co. for general services to be our “hired gun” for small projects rather than always going out for proposals. He explained that it would be on a task order basis, so as projects come up Cube & Co. would provide a proposal for that task. He confirmed for Mayor Dennis that it would be an ongoing agreement.

Ms. Sheth moved that the agreement with Cube & Co. be approved. Ms. Folkers seconded the motion.

The motion was adopted.

f. 2014 SRF Loan Disbursement Request No. 6: Withered and Burns, LLP – WWTU

WWTU Director Henderson requested approval for the 2014 SRF Loan Disbursement Request No 6 to Withered and Burns, LLP in the amount of \$1,850. He noted that the attached documents show the tasks that City Attorney Burns accomplished for the City for the pre-closing and closing of the SRF loan.

Ms. Booker moved that 2014 SRF Loan Disbursement Request No. 6 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

g. 2014 SRF Loan Disbursement Request No. 7: O.W. Krohn & Associates, LLP – WWTU

WWTU Director Henderson requested approval for the 2014 SRF Loan Disbursement Request No 6 to O.W. Krohn & Associates, LLP in the amount of \$8,000. He explained that this is for the tasks that Jim treat performed, including Council meetings, and preparation for filing, pre-closing, and closing the loan.

Mr. Speaker moved that 2014 SRF Loan Disbursement Request No. 7 be approved. Ms. Sheth seconded the motion.

The motion was adopted.

h. Ordinance No. 05-15: Amending the 2015 WWTU Salary Schedule [Ordinance No. 30-14 (Amended)] – Human Resources/Development

Human Resources Director Foster explained that the Board is the governing entity that approves the WWTU salary ordinance and we have a minor amendment to the 2015 salary ordinance. She requested approval to change a title from Housing Program Coordinator to Assistant Director of Development.

Mr. Speaker moved that Ordinance No. 05-15 be approved. Ms. Booker seconded the motion.

The motion was adopted.

i. Promotion and Salary Increase: Assistant Director of Development – Dale Dixon – Human Resources/Development

Director Foster stated that this item goes along with the change to the ordinance. She stated that during budget discussions for 2015, it was budgeted for an employee in the Department of Development to be promoted from Housing Program Coordinator to the Assistant Director of Development. The promotion for Dale Dixon would be effective January 5, 2015, with a bi-weekly salary of \$2,196.93.

Ms. Folkers moved that the promotion and salary increase for Dale Dixon be approved. Ms. Sheth seconded the motion.

The motion was adopted.

j. Claims

i. AP Docket	\$648,203.81
ii. AP Docket	\$42,642.03
iii. AP Docket	\$37,607.34
iv. PR Docket	\$436,403.86
v. PR Docket	\$187,257.99
vi. RDC Docket	\$62,617.68

Mr. Speaker moved that the claims be approved. Ms. Sheth seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

k. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

iv. Special Purchases: Bucket Truck & Total Patcher Vortex Machine – Street

l. Other Items

► Street Commissioner Payne reported that he is buying two pieces of equipment. The first is an upgrade to the bucket truck; the old one will be kept as a back-up. He stated that he has been looking for one to fit our needs for some time.

Mayor Dennis asked if the truck is new or used.

Commissioner Payne responded that it is used. It is a 2009 GMC truck from Altec Inc. He stated that it is large enough that we can set light poles as an in-house job and we can also do more with tree removal. He explained that though it is larger and higher it is still compact enough to work with our streets. Commissioner Payne stated that he was able to save enough in buying the used bucket truck that he was also able to look into an option for our street resurfacing and maintenance. He found a machine called Total Patcher Vortex from Equipment Marketing Company, which is the only company that makes them as a total unit. He stated that an example of use for this machine is that it could have been used to refill potholes during the Cumberland Avenue project. He explained that this will replace the cold patch option, and when it is done the repair should last as long as the rest of the asphalt around it. In response to a question from Mayor Dennis, Commissioner Payne stated that there is some operator experience needed. He explained that the company has offered to do extensive training, and they have a proven track record with the County.

Mayor Dennis stated that he appreciates that Commissioner Payne is being proactive regarding our equipment needs. He stated that the more we can do independently as we grow the more money we are going to save.

Commissioner Payne confirmed for Ms. Folkers that the company would do the training locally.

City Attorney Burns asked if Commissioner Payne is looking for approval on those items.

Clerk-Treasurer Rhodes stated that they fall under special purchases provisions.

City Attorney Burns stated that he would like the Board to go ahead and approve each of those items.

Commissioner Payne requested approval for the purchases of the bucket truck in the amount of \$66,500.

Mr. Speaker moved that the purchase of the bucket truck be approved. Ms. Booker seconded the motion.

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Street Commissioner Payne requested approval of the Total Patcher Vortex machine in the amount of \$69,900.

Ms. Folkers moved that the purchase of the Total Patcher Vortex be approved. Mr. Speaker seconded the motion.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.